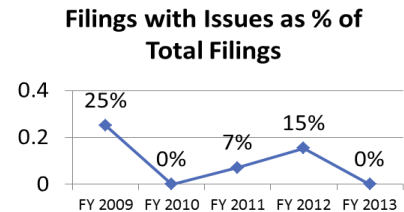
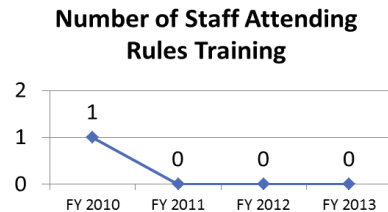
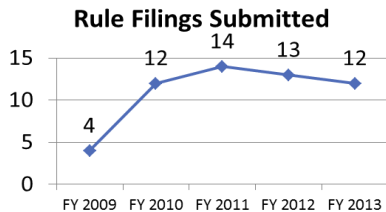


School and Institutional Trust Lands Administration

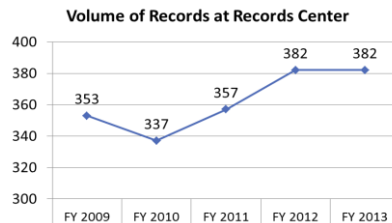
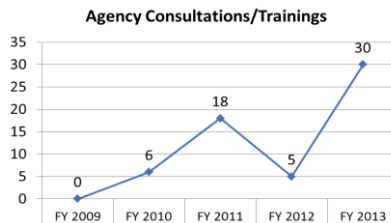


DAS CUSTOMER SERVICES SUMMARY FOR FY 2012-2013

Administrative Rules



Archives and Records Service



Facilities Construction & Management

	FY 2012	FY 2013
Average cost per office square foot (leases)	\$ 20.33	\$ 20.55
Total Capital Improvements Budget*	\$ -	\$ -
* No Capital Improvement Projects		

Finance

	FY 2013
Post-Audit Error Rate*	5.00%
Employees with time-based pay NOT using ESS for time entry	0.00%
P-card Dollars Spent**	\$ 184,249
* State average: 3.59% ** % of total State P-card spend: 0.93%	

Fleet

	FY 2012	FY 2013
Count of vehicles	19	16
Total miles traveled	331,767	312,096
Underutilized vehicles (mileage below the bottom quartile)	2	2
Annual lease savings from Fleet Operations	\$ 24,624	\$ 20,736

Purchasing and General Services

	FY 2012	FY 2013
Use of State Contracts	\$ -	\$ -
Pieces of Mail Processed	55	N/A
Number of Surplus Items	0	0

Risk Management

